

~~CONFIDENTIAL~~

C O P Y

8 August 1951

PROCEDURES GOVERNING E. O. D. TRAVEL ORDERS

A meeting, attended by the representatives of the Covert Personnel Division, Finance Division and Transportation Division, was held this morning to discuss the above subject. The following was agreed upon as a method of procedure:

1. The fifty-eight (58) Transfer Letters that are on hand in the Transportation Division to have Travel Orders written, will be forwarded to the Finance Division for action. No Travel Order will be written on these E.O.D.'s for their travel from home to Washington.

2. The following procedure on Foreign E.O.D. Travel Orders has been in effect and will continue to be in effect until those cases that had had processing started prior to the effective date of C.I.A. Regulation ☐ are fully completed.

3. The previous procedure was that upon receipt of a Personnel Transfer Letter, the Transportation Division would issue a E.O.D. Foreign Travel Order, using the Personnel Transfer Letter as a request. During this interim period the Personnel Transfer Letter will be prepared in triplicate by the Personnel Division and a copy will be forwarded to the Finance Division and will be the authorization for payment of travel and per diem while on Temporary duty in Washington, D. C. One copy of the Personnel Transfer Letter will be forwarded to the Transportation Division where it will be on file until a request for Foreign Travel Order is submitted by the operating office, prior to the individual's departure for his overseas destination. This Transfer Letter is needed by the Transportation Division to authorize shipment of individual's effects from his home to his overseas station. No Travel Order will be written on these E.O.D.'s for their travel from home to Washington.

4. In accordance with C.I.A. Regulation No. ☐ requests for unvouchered Travel Orders will be submitted by the operating office, in triplicate along with Confidential Funds Personnel Action, to the Personnel Division. The Personnel Division will forward a copy of the request for Foreign Travel Order to the Finance Division, one copy to the Transportation Division and retain a copy for their files. No Travel Order will be written on these E.O.D.'s for their travel from home to Washington, D. C. This procedure will apply in every instance as soon as the work is on a current basis.

5. It was also agreed that the E.O.D. personnel that were hired at home for employment overseas and travelled to Washington, D. C. for training and were turned down for either medical, security or other reasons would be authorized their transportation expenses back to their residence by the Chief of Covert Personnel Division. This will necessitate the regulations being changed to give the authority to the Covert Personnel Division rather than the Transportation Division. The Transportation Division will not be involved in this phase of the E.O.D.'s return to his residence for the convenience of the government.

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